

Project AWARE

(Advancing Wellness And Resilience in Education)

Fiscal Guidance: Due dates and deadlines:

Grant Period: September 30th through September 29th (12 month Grant Period).

- **Obligation of Funds:**
 - May begin making obligation on September 30th for approved reoccurring projects from year 1 budgeting.
 - Obligations not in year 1 budget must have OPI written approval prior to obligating funds.
 - Final obligations **MUST** be completed by September 29th
- **Allowable Carryover: 10%**
 - Must submit a written request to the OPI for approval of carryover amounts greater than 10% of the award amount.
- **Liquidation of Funds:**
 - Funds must be liquidated by October 20th
- **Final Cash Requests and Final Expenditure Reports are due no later than October 20th**
 - Payments on the Final Cash Requests will be paid to the County Treasure on the following Wednesday.

Please remember that payments cannot be made on Final Expenditure Reports, you must submit a cash request and a Final Expenditure Report.

Instructions for completing the Final Expenditure Report:

- **Final Expenditure Reports** are located within the **Payments** section of E-Grants, on the same page where users would create a cash request.
- Fill out the **Accumulated Expenditures to Date** column with final totals listing how funds were expended.
 - Remember that E-Grants does not like special characters (dollar signs, commas, periods, or change) and the system may display an error if you attempt to use these in this column.
 - On the bottom left of the report, the “Funds On Hand” amount should reflect the amount you are requesting from your final cash request (this amount will show as a negative: (\$x,xxx) number).
- Select the **End Period Expense Date**. There is only one choice: 9/29/20xx.
- Select **Calculate Totals**.
- Check the **Final Expenditure check box** on the bottom left of the page.
- Select **Save** and **Submit**.

